

Come work at CDSS where . . .

People come First!

Do you find yourself looking at the clock and wishing the time would go by quicker? Do you feel that you are not maximizing your customer service skills to your full potential? Do you want a profession that is meaningful and impacts the lives of staff?

You can.

At the California Department of Social Services,
People Come First!



Personnel Supervisor I

EMPLOYMENT OPPORTUNITY

The California Department of Social Services (CDSS) is inviting a highly motivated individual who thrives on deadlines, priorities that change, and provide exceptional customer service to staff, to apply for the Personnel Supervisor I, permanent full-time position in the Human Resource Services Branch, Payroll and Support Services Bureau. CDSS is considered a medium size department with 4500 employees.

The Personnel Supervisor I is responsible for the supervision of 4-5 Personnel Specialists that perform the full-range of personnel transaction functions. We are seeking applicants that have the following: excellent interpersonal, communication and leadership skills, the ability to act independently using good judgment, knowledge of control agencies laws, rules, and resource manuals, can perform complex assignments related to payroll, experience in MS Word, Outlook, CLAS and is willing to accept a challenge.

If you are selected for this position, flexible work hours are available and you will be part of a family friendly group of staff supporting and celebrating your successes. This position is located close to the downtown mall and restaurants, no travel required. Applications will be accepted from individuals at the Personnel Supervisor I level, or applicants who have transfer or promotional eligibility. Applications will be screened and based on experience and desired qualifications, the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.

Final File Date: Until Filled

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Susan Bonham

744 P Street, Room 1516, MS 15-58
Sacramento, CA 95814 916-657-1762

